



**STOP!**



## **Before you begin work on your CADR . . .**

### **You must know the following information:**

- Your nine-digit Taxpayer ID number (this number has been given to your agency by the IRS)
- Title(s) of funding received
- Funding amounts received under each Title
- Name of the agency (or agencies) from which you received funding
- Reporting scope
  - all grantees and providers must use reporting scope “01” unless they have permission from their HRSA project officer to use “02”
  - grantees and their providers must use the same reporting scope
- Assigned registration code for the Web Data Entry System
  - If you do not have your assigned registration code, check with your grantee or call Ryan White CARE Act Data Support at 1.888.640.9356 ext. 7300
- Deadlines for submitting your CADR to the grantee(s) from which you receive funding

### **You should also have at hand the following:**

- Instruction manual for completing the CADR
- CADR Frequently Asked Questions (FAQ) document
- Contact information for assistance with the CADR and/or Web Data Entry System